

PLANNING TECHNICIAN

DEFINITION

Under close supervision performs a variety of less difficult technical planning duties associated with land use and zoning ordinances; and does other related work as required.

EQUIPMENT, METHODS AND GUIDELINES

Uses Federal, State and local laws, policies, procedures and practices; general knowledge of basic mathematics and statistics of planning and zoning laws, zoning ordinances, CEQA, the Subdivision Map Act and the ability to interpret them. Ability to review and critique site plans, architectural drawings and landscape plans.

Ability to; collect, record and interpret factual data from the field and from previous studies; ability to meet and deal effectively with the public and other agencies; ability to prepare clear concise reports and ability to get along well with fellow employees.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some field work, including site review. May also include occasional irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays).

SUPERVISION RECEIVED AND EXERCISED

Works under the direct supervision of a professional planner.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Under supervision, advises and assists the public on routine matters related to zoning regulations and permit procedures.

Reviews less complex zoning ordinances including maps, applications and building plans for compliance.

Updates and prepares maps, charts and other graphics, computer files for changes in the General Plan, zoning regulations and application status.

Confers with property owners regarding the feasibility of an application.

Codes and maintains map books, history files and other reference materials.

Receives applications, checks for completeness, prepares environmental reviews and makes recommendations to decision-making bodies.

May be assigned field work, including site review for current applications or review of approved development sites to verify compliance with conditions of approval.

May assist professional planners with research or the review of projects.

Prepares draft reports and correspondence for professional planners.

Other duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Graduation from High School or its equivalent and a minimum of two years paid experience performing typical tasks of this position.

Education:

Completion of two years of college (Associate of Arts Degree desirable) with emphasis in planning, engineering, architecture, or related field and six months work experience in related field. Or, graduation from and accredited college with a degree in urban planning, engineering, architecture, or related discipline.

LICENSE OR CERTIFICATES

Possession of, or ability to obtain, an appropriate California driver's license.

